

Annual Performance Report Narrative Guidance

The Annual Performance Report, or Performance Report Part I (PRPI), and the Performance Report Part II (PRPII) are reports about prior federal fiscal year activities via a written narrative and statistical data. These reports should be viewed as two parts of the same whole that capture and explain important information about your RBS program. The PRPI should be no more than 2-3 pages.

Both the PRPI and PRPII are due no later than December 31st after the completion of the period of performance.

The PRPI is a retrospective opportunity to write about key program accomplishments, to highlight challenges and/or delays that impacted your program, or to provide a status update of any pending legislative actions.

Applicants are also encouraged to explain:

- If you were able to purchase all the equipment on your approved list
 - Let us know about any procurement challenges or anticipated delays – this could provide context for future modifications/requests
- If you were able to complete the projects identified in your application narrative – if there were delays or only some were finished
- Any significant changes (increase or decrease) of your PRPII numbers. For example:
 - If on-the-water hours dropped significantly, provide context: was it due to loss of personnel, nonoperational equipment issues, etc.?
 - If warnings and citations increased or decreased, was it due to legislative changes? (i.e., new BUI regs resulted in higher BUI stops)

The PRPI narrative should support and explain the data in the PRPII, and vice versa.